



January 1, 2023

Re: Building Trades License

We recently adopted Ordinance No. 4407, regulating the Building Trades Licensing. The following trades fall under these rules and are subject to licensing.

Class A: General Contractor. A Class A license shall entitle the holder thereof to construct, remodel, repair, and/or demolish any structure, commercial, industrial or residential.

Class B: Residential Contractor. Class B license shall entitle the holder thereof to construct, remodel, repair, and/or demolish any residential structure.

Class C: Mechanical, Plumbing, Roofing, Fire Protection, and Electrical Contractors. Class C license shall entitle the holder thereof to perform HVAC, plumbing, sewer, fire sprinklers, roofing, or electrical services. A "Class A or B" license shall not entitle the license holder to perform any of the services designated as Class C.

Class D: Other Specialty Contractors including demolition, earthwork, landscaping, fencing, lawn sprinkler services, swimming pool construction, and tree removal.

J Journeyman or Apprentice: Required for those working under a Master Electrician or Master Plumber.

If you have any questions or need additional information regarding the Ordinance requirements, please call David Cowan at 620-332-2528. For payment and filing inquiries, you may contact Jessica Jaimes in the clerk's office at 620-332-2500, ext 705.

THE CITY OF INDEPENDENCE, KANSAS

Enclosures: Ordinance 4407, Chapter 18 License Applications



Class A General Contractor Trade License

APPLICANT (all fields required)			
When a property is owned by a corporation or LLC, an associated person must be listed in this section.			
Business Name		FEIN # or SSN	
Physical Address (cannot be PO Box or commercial mailing service)		CITY	STATE ZIP
City Occupation License Number			
Mailing Address		CITY	STATE ZIP
Business Phone		Mobile Phone	

PRIMARY CONTACT	
Primary Contact Name	Title
Email	Phone

Class A: General Contractor. A Class A license shall entitle the holder thereof to construct, remodel, repair, and/or demolish any structure, commercial, industrial or residential.		
Requirements	Type	Check
Certificate of Competency or Proof of Good Standing in the industry		
Proof of Insurance	\$500,000 / \$1,000,000	

APPLICANT AFFIRMATION	
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I affirm by my signature below that I have been provided with and am in compliance with all licensing standards outlined in Independence Code of Ordinance Chapter 18. I understand that failure to comply with any of these standards and/or conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my license. I acknowledge that the City of Independence will hold me responsible for the maintenance, management, and any legal actions that may ensue for the above listed business. I agree that all correspondence sent from the City of Independence will be mailed to me as the appointed agent/contact person as listed in this section.

I acknowledge that any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the City of Independence within ten days.

I authorize the City to publish the business information in my application for use by the public.

YES NO (circle one)

OWNER
SIGNATURE _____ Date _____
SIGNATURE _____ Date _____

LICENSE FEES	
Annual Renewal	\$200
Information Only Update	\$0
Total Included: \$ _____	

PAYMENT OPTIONS		
In person via cash, check, money order, credit card City Hall 120 N. 6th St Independence, KS 67301 M-Th 8 am - 4 pm Fri 8 am - Noon	By drop box or mail, in a sealed envelope with this application and check payable to the City of Independence included.	
By phone via credit or debit card information. Your completed application must have been received prior to payment.		410 N. Penn Independence, KS, 67301
		120 N. 6th Independence, KS, 67301
Revised 12/20/2023		



Class B Residential Contractor Trade License

APPLICANT (all fields required)			
When a property is owned by a corporation or LLC, an associated person must be listed in this section.			
Business Name		FEIN # or SSN	
Physical Address (cannot be PO Box or commercial mailing service)		CITY	STATE ZIP
City Occupation License Number			
Mailing Address		CITY	STATE ZIP
Business Phone		Mobile Phone	

PRIMARY CONTACT	
Primary Contact Name	Title
Email	Phone

<u>Class B: Residential Contractor. A Class B license shall entitle the holder thereof to construct, remodel, repair, and/or demolish any residential structure.</u>		
Requirements	Type	Check
Certificate of Competency or Proof of Good Standing in the industry		
Proof of Insurance	\$300,000 / \$500,000	

APPLICANT AFFIRMATION	
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I affirm by my signature below that I have been provided with and am in compliance with all licensing standards outlined in Independence Code of Ordinance Chapter 18. I understand that failure to comply with any of these standards and/or conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my license. I acknowledge that the City of Independence will hold me responsible for the maintenance, management, and any legal actions that may ensue for the above listed business. I agree that all correspondence sent from the City of Independence will be mailed to me as the appointed agent/contact person as listed in this section.

I acknowledge that any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the City of Independence within ten days.

I authorize the City to publish the business information in my application for use by the public.

YES NO (circle one)

OWNER
SIGNATURE _____ Date _____
SIGNATURE _____ Date _____

LICENSE FEES	
Annual Renewal	\$100
Information Only Update	\$0
Total Included: \$ _____	

PAYMENT OPTIONS		
In person via cash, check, money order, credit card City Hall 120 N. 6th St. Independence, KS 67301 M-Th 8 am - 4 pm Fri 8 am - Noon	By drop box or mail , in a sealed envelope with this application and check payable to the City of Independence included.	
By phone via credit or debit card information. Your completed application must have been received prior to payment.	410 N. Penn Independence, KS, 67301	120 N. 6th Independence, KS, 67301
	Revised 12/20/2023	



Class C: Mechanical, Plumbing, Roofing, Fire Protection, and Electrical Contractors

APPLICANT (all fields required)

When a property is owned by a corporation or LLC, an associated person must be listed in this section.

Business Name		FEIN # or SSN	
Physical Address (cannot be PO Box or commercial mailing service)		CITY	STATE ZIP
City Occupation License Number			
Mailing Address		CITY	STATE ZIP
Business Phone		Mobile Phone	

PRIMARY CONTACT

Primary Contact Name	Title
Email	Phone

Class C: Specialty Trades. A Class C license shall entitle the holder thereof to perform HVAC, plumbing, sewer, fire sprinklers, roofing, or electrical services. A Class A or B license shall not entitle the license holder to perform any of the services designated at Class C.

Type	Code	Select One	Required Certifications
Electrical Contractor	CE		Certificate of passage from Nationally recognized testing for electrical standards, K.S.A. 12-1525
Fire Protection Contractor	CF		Certificate of Certified Installer status
Mechanical Contractor	CM		Certificate of passage from Nationally recognized testing for HVAC standards, K.S.A. 12-1541, or Certified Installer certificate by the product manufacturing company
Plumbing Contractor	CP		Certificate of passage from Nationally recognized testing for plumbing standards, K.S.A. 12-1508
Roofing Contractor	CR		State of Kansas Roofing License Certificate

Qualification Standards

Type	Code	Select One	Required Certifications
Master Electrician	CE		Certificate of passage from Nationally recognized testing for electrical standards, K.S.A. 12-1525
Master Plumber	CF		Certificate of Certified Installer status
Master Sewer Contractor	CM		Certificate of passage from Nationally recognized testing for HVAC standards, K.S.A. 12-1541, or Certified Installer certificate by the product manufacturing company

Additional Documents Required

Requirements	Type	Check
Certificate of Competency or Proof of Good Standing in the industry		
Proof of Insurance	\$500,000 / \$1,000,000	
Proof of Continuing Education (CE & CP Licenses Only)	6 Hours	

APPLICANT AFFIRMATION

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I acknowledge that any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the City of Independence within ten days.

I authorize the City to publish the business information in my application for use by the public.

YES **NO** (circle one)

OWNER

Date

SIGNATURE

Date

LICENSE FEES

Annual Renewal	\$200
Information Only Update	\$0
Total Included: \$ _____	

PAYMENT OPTIONS

<p>In person via cash, check, money order, credit card</p> <p>City Hall 120 N. 6th St. Independence, KS 67301 M-Th 8 am - 4 pm Fri 8 am - Noon</p> <p>By phone via credit or debit card information. Your completed application must have been received prior to payment.</p>	<p>By drop box or mail, in a sealed envelope with this application and check payable to the City of Independence included.</p> <p>410 N. Penn Independence, KS, 67301</p> <p>120 N. 6th Independence, KS, 67301</p>
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Class D: Other Specialty Contractors

APPLICANT (all fields required)			
When a property is owned by a corporation or LLC, an associated person must be listed in this section.			
Business Name		FEIN # or SSN	
Physical Address (cannot be PO Box or commercial mailing service)		CITY	STATE ZIP
City Occupation License Number			
Mailing Address		CITY	STATE ZIP
Business Phone		Mobile Phone	

PRIMARY CONTACT	
Primary Contact Name	Title
Email	Phone

Class D: Other Specialty Trades. A Class D license shall entitle the holder thereof to perform demolition, earthwork, landscaping, fencing, lawn, and sprinkler services.		
Type	Code	Select One
Demolition	DD	
Earthwork	DE	
Landscaping, Fencing & Lawn/Sprinkler	DL	
Swimming Pool	DS	
Tree Removal	DT	

Additional Documents Required		
Requirements	Type	Check
Certificate of Competency or Proof of Good Standing in the industry		
Proof of Insurance	\$500,000 / \$1,000,000	

APPLICANT AFFIRMATION		
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I affirm by my signature below that I have been provided with and am in compliance with all licensing standards outlined in Independence Code of Ordinance Chapter 18. I understand that failure to comply with any of these standards and/or conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my license. I acknowledge that the City of Independence will hold me responsible for the maintenance, management, and any legal actions that may ensue for the above listed business. I agree that all correspondence sent from the City of Independence will be mailed to me as the appointed agent/contact person as listed in this section.

I acknowledge that any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the City of Independence within ten days.

I authorize the City to publish the business information in my application for use by the public.

YES NO (circle one)

OWNER
SIGNATURE

Date

SIGNATURE

Date

Revised 12/20/2023

LICENSE FEES	
Annual Renewal	\$100
Information Only Update	\$0
Total Included: \$ _____	
PAYMENT OPTIONS	
In person via cash, check, money order, credit card City Hall 120 N. 6th St. Independence, KS 67301 M-Th 8 am - 4 pm Fri 8 am - Noon By phone via credit or debit card information. Your completed application must have been received prior to payment.	By drop box or mail , in a sealed envelope with this application and check payable to the City of Independence included. 410 N. Penn Independence, KS, 67301
	120 N. 6th Independence, KS, 67301



Electrical or Plumbing Journeyman / Apprentice

SPONSORING PARTY (all fields required)			
Business Name (entity responsible for license holder)		FEIN # or SSN	
Physical Address (cannot be PO Box or commercial mailing service)		CITY	STATE
City Occupation License Number		City Trades License Number	
Business Phone		Mobile Phone	

APPLICANT INFORMATION	
Applicant Name	Title (journeyman or apprentice)
Email	Phone

Journeyman License: a person who has been issued a certificate as a journeyman, is employed by a licensed building trades contractor, works under the supervision of a master, and can direct the work of an apprentice in the absence of the master.

Requirements	Type (electrical or plumbing)	Check
Minimum two (2) years experience in the trade as an apprentice, or		
Two (2) years vocational school and one (1) year apprentice experience, or		
Apprentice Only: a person who is not authorized to supervise or direct work of others and works under the direct supervision of a journeyman or master		

APPLICANT AFFIRMATION

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I acknowledge that any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the City of Independence within ten days.

I authorize the City to publish the business information in my application for use by the public.

YES NO (circle one)

SPONSOR

SIGNATURE

Date

APPLICANT

SIGNATURE

Date

LICENSE FEES	
J journeyman Annual Renewal	\$50
A pprentice Annual Renewal	\$50
I nformation Only Update	\$0
Total Included: \$ _____	



State of Kansas, Montgomery County
This instrument was filed for
Record on August 26, 2022 2:10 PM
Recorded in Book 718 Page 1371- 1380
Fee: \$0.00 202203347



Marilyn Calhoun
Marilyn Calhoun, Register of Deeds

ORDINANCE NO. 4407

AN ORDINANCE REGULATING THE BUILDING TRADES LICENSING

Be it ordained by the Governing Body of the City of Independence, Kansas:

Section 1.

Pursuant to the authority granted to the City by K.S.A. 12-1508 et seq., as amended, the regulation of building trades as set forth in those statutes is hereby adopted and is incorporated by reference as if fully set forth herein subject to the further provisions of this ordinance.

Section 2. Deletions, modifications, supplements or amendments.

DIVISION 1. – Generally

Section 3. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- a) "Apprentice" means a person who is not authorized to supervise or direct work of others and works under the direct supervision of a journeyman or master.
- b) "Board of appeals" (board) means the Building Code Board of Appeals.
- c) "Building sewer" means the part of the horizontal piping of a drainage system which extends from the end of the building drain and which receives the discharge of the building drain and conveys it to a public sewer, private sewer, individual sewage disposal system or other point of disposal.
- d) "Certificate of competency" ("certificate of qualification") means a document which certifies the holder has met or exceeded the standards as provided in this article and has obtained a passing score on a written examination based on nationally recognized codes and standards for the classification applied for.
- e) "Department" means the building services division of the Public Works Department.

- f) "Examination agency" means any person that has been designated to prepare and publish the standard examination for determining the qualifications of persons seeking licensure pursuant to K.S.A. Ch. 12, art. 15 (K.S.A. 12-1501 et seq.).
- g) "J journeyman" means a person who has been issued a certificate as a journeyman, is employed by a licensed building trades contractor, works under the supervision of a master, and can direct the work of an apprentice in the absence of the master.
- h) "Licensed trades contractor" means any person that is engaged in the business of plumbing, electrical, mechanical or sewer work and either holds a master certificate or employs personnel who have been issued a certificate as a master and sometimes referred to in this article as "the licensee."
- i) "Master" means a person who has been issued a certificate as a master and who may engage in business as a licensed building trades contractor.
- j) "Sewer contractor" means any person that is engaged in the business of installing, repairing and removing of building public or private sewers and private sewage disposal systems and has been issued a certificate as a sewer contractor or employs personnel who are certified as a sewer contractor.
- k) "Vocational school" means an accredited school or institution, the curriculum of which is designed to educate and train the participant as a plumbing, electrical or mechanical practitioner, including Plumbers and Steam Fitters Local 664.

Section 4. Scope of article.

The provisions of this article shall not apply to:

- i. Maintenance, operation or repair of equipment and accessories used for production or processing by manufacturing or processing plants, or public utilities, or commercial enterprises or governmental agencies.
- ii. Installation, operation and maintenance of equipment used for the production, generation, transmission or generation of a product or service by a public utility, when such work is done by employees of a public utility upon equipment owned or controlled by such utility.
- iii. Routine maintenance and repair of a building, including the mechanical, plumbing and electrical systems thereof, by any entity mentioned in subsection (1) of this Section, if such maintenance or repair is minor, does not require the issuance of a building permit, and is done by a person regularly employed by the public utility to perform the work of that type.
- iv. Work performed upon a one-family or two-family dwelling, including usual accessory buildings or quarters, in compliance with all of the following:
 - The person performing the work is the owner of such a dwelling;

- The person occupies the dwelling;
- The owner personally purchases all materials and performs the labor in connection with such work; and
- The owner certifies that he will occupy the dwelling for one year from the date the work is completed.

Section 5. Right of entry; inspection.

a) In addition to any other right of entry or inspection provided for elsewhere in the ordinances or regulations of the City, the Building Official or representative shall be authorized to enter upon and inspect the premises of any person, governmental agency, manufacturing or processing plant, public utility or other commercial enterprise identified in for the purpose of ascertaining whether maintenance thereof and additions or improvements thereto have been or are being performed in accordance with the building regulations of the City. The entry and inspection may be made at any reasonable time. The Building Official may apply to any court of competent jurisdiction for the purpose of enforcing this right of entry and inspection if the same is denied.

b) Nothing in this Section shall be construed to relieve any person of any duty, provided elsewhere in the City's building regulations, to secure a building permit, perform the work in accordance with standards established by the City, and procure the required inspections.

DIVISION 2. – Trade Licenses

Section 6. Generally.

- a) *Required.* Trade licenses shall be required for all types of work classified and described in this ordinance.
- b) *Application. Required annualyng.* Accompanying the application, each contractor shall have certificates of competency, certificates of insurance, and federal employer I.D. number where required elsewhere in this ordinance or proof of qualification to meet the requirements described.

Section 7. Classification.

The license types authorized for contractors are outlined herein:

- a) *Class A: General Contractor.* Class A license shall entitle the holder thereof to construct, remodel, repair, and/or demolish any structure, commercial, industrial or residential.
- b) *Class B: Residential Contractor.* Class B license shall entitle the holder thereof to construct, remodel, repair, and/or demolish any residential structure.
- c) *Class C: mechanical, plumbing, roofing, Fire Protection and electrical contractors.* Class C license shall entitle the holder thereof to perform HVAC, plumbing, sewer, fire sprinklers, roofing, or electrical services. A "class A or B" license shall not entitle the license holder to perform any of the services designated as Class C.
 - i. CE: Electrical Contractor
 - ii. CF: Fire Protection Contractor
 - iii. CM: Mechanical Contractor
 - iv. CP: Plumbing Contractor
 - v. CR: Roofing Contractor
- d) *Class D: Other Specialty Contractors.*
 - i. DD: Demolition
 - ii. DE: Earthwork
 - iii. DL: Landscaping, fencing & Lawn Sprinkler
 - iv. DS: Swimming Pool
 - v. DT: Tree Removal

Section 8. Contractors license requirements.

Contractor applicants shall be licensed by satisfying one or more of the following provisions, with the exception of "Class A & B":

- a) Class A & B license holders shall be required to hold a certificate of competency or proof of good standing in the industry and provide proof of insurance. If no insurance is provided, the city will note an uninsured status on your license issued.
- b) Class C licenses must present proof of insurance in addition to certifications listed below.
 - i. CE: Electrical Contractor (Master Electrician)
 - 1. Certificate of passage from Nationally recognized testing for electrical standards, K.S.A. 12-1525 – electrical.
 - ii. CF: Fire Protection Contractor
 - 1. Certificate of Certified Installer status
 - iii. CM: Mechanical Contractor
 - 1. Certificate of passage from Nationally recognized testing for HVAC standards, K.S.A. 12-1541, or Certified Installer certificate by the

- product manufacturing company
- iv. CP: Plumbing Contractor (Master Plumber)
 - 1. Certificate of passage from Nationally recognized testing for plumbing standards, K.S.A. 12-1508 – plumbing.
- v. CR: Roofing Contractor
 - 1. State of Kansas Roofing License Certificate

c) Class D license holders shall be required to hold a certificate of competency or proof of good standing in the industry and provide proof of insurance. If no insurance is provided, the city will note an uninsured status on your license issued.

Section 9. Insurance levels required.

Every contractor who applies for and holds a license shall keep in force a policy of general liability insurance including completed operations coverage. Such insurance coverage shall be:

1. Class A - \$500,000/& \$1,000,000.00
2. Class B - \$300,000.00/\$500,000.00
3. Class C - \$500,000/\$1,000,000.00
4. Class D - \$500,000/\$1,000,000.00

The insurance policy shall be written with an insurance company licensed to do business in the State of Kansas. In addition, every such contractor shall maintain and procure worker's compensation insurance as required by law. At the time of licensing, a contractor shall provide the Building Department with a certificate of insurance or other satisfactory evidence of insurance coverage required by this Section.

- o Contractors shall also provide a federal employer I.D. number to accompany their application. A copy shall be filed with the City Clerk.

Section 10. Change of Supervisor for Class CE and CP Licenses.

- The trade contractor's license shall be valid only as long as the named master remains in the employment of the licensed trade contractor in an active capacity.
- If any changes occur to the individual holding the Master License Certification (such as change of company/termination, death, or revocation) the business entity, must notify the city in writing immediately, or within 30 days of such event.
- Failure to notify of disassociation or change of the master licensee shall cause the trade license to be suspended. To replace the master, a licensee shall file a new application with the department to certify designating another individual who is qualified as required by this article.

Section 11. Fees.

The annual contractor's license fees shall be obtained prior to operating in the City. The amount shall be as follows:

Class A:	General Contractor	Commercial, Industrial, residential	\$200.00 / year
Class B:	General Contractor	Residential Only	\$100.00 / year
Class C:	Specialty – Electrical/HVAC/Plumbing		\$200.00 / year
Class D:	Other Specialty		\$100.00 / year

Section 12. Term.

All trade contractor licenses issued pursuant to this article shall expire at the end of the calendar year for which they are issued. Building Trade Licenses fees will not be issued on a pro rata basis.

Section 13. Licensee responsibility.

Contractor licensees shall be responsible for all their work under the provisions of this article, and without limitation for the following enumerated duties:

1. To use safety measures and equipment to protect workers and the public in accordance with generally accepted industry practice and as prescribed by City ordinances and regulations or by state and federal statutes and regulations;
2. To obtain a permit when such is required;
3. To faithfully perform all work without substantial departure from the drawings and specifications filed with the City;
4. To complete all work authorized by the permit issued under the authority of the building regulations;
5. To obtain such inspections as are required by the building regulations;
6. To pay all fees imposed pursuant to the building regulations;
7. To obey all federal and state laws and ordinances of the City and orders issued under authority of the building regulations; and
8. In all respects, comply with the requirements of the City Engineer, or agent acting as the City Engineer, and the Director of Public Works in making excavations upon any street, sidewalk, alley, curb or other public property. In connection with any such excavation, a licensee shall: Indemnify the City and hold it harmless from all claims, losses, damages and expenses arising out of any injury or damage to persons or property, which injury or damage is attributable to an excavation made by the licensee or any employee, agent or subcontractor;
 - a. Be solely responsible for properly safeguarding any such excavation, from commencement of the work to completion of filing or resurfacing, unless specifically relieved of such responsibility by the City Engineer, or agent acting as the City Engineer, or Director of Public Works.

Division 3. – Certificate of Competency

Section 14. Qualification Standards Established.

There are hereby established the following standards to be followed:

- a. *J Journeyman.* To be eligible to take the journeyman examination, the applicant shall have a minimum two years' experience in the trade as an apprentice, having worked with the City building regulations, or regulations comparable to those in effect within the City. Exception: Successful completion of two years of vocational school can be substituted for one year of apprentice experience.
- b. *Master.* To be eligible to take the master examination, an applicant must provide documented proof of meeting the requirements as set forth in subsection (e) and (f) of K.S.A. 12-1509, 12-1526, and 12-1542 and having worked with the City building regulations or regulations comparable to those in effect within the City.
- c. *Master sewer contractor.* To be eligible to take the master sewer contractor examination, an applicant must have two years' experience installing, repairing, removing and maintaining building sewers and private disposal systems.

Section 15. Qualification standards review.

- a. Each candidate must have documented proof of experience pursuant to K.S.A 12-1508, 12-1509, 12-1526 and 12-1542. For the purpose of evaluating the education and experience of candidates in accordance with standards established by this article, the Building Inspection Department shall act as the inspector. The inspector shall review documentation on the qualifications of all candidates for certificates issued pursuant to this article.
- b. The Building official shall validate the applicant's experience.

Section 16. Reciprocal certification.

- a. Notwithstanding any other provision of this article, the Building Official shall verify an applicant to work within the City if:
- b. The applicant holds a comparable certificate issued by any governmental entity pursuant to K.S.A. 12-1508, 12-1525, and 12-1541; and
- c. Has paid all fees and furnished such bonds as are otherwise required by the provisions of this article.

Section 17. Annual fees.

The annual fees required for maintenance of a certificate of competency pursuant to this article shall be paid and kept current.

Section 18. Terms.

All certificates issued pursuant to this article shall, unless sooner renewed, expire at the end of the calendar year for which they are issued. Upon renewal, each license and certificate holder shall meet the requirements enacted by this article and pursuant to subsection (a)(4) of K.S.A. 12-1509, 12-1526, and 12-1542.

Section 19. Holder's Responsibility

All certificate holders shall be responsible for the work they assume in accordance with the requirements of this article, without limitation, and subject to the following conditions:

- a. To have a certificate on his/her person at all times.
- b. To present certificate when requested by any members of the Division of Building Services.
- c. To faithfully perform the work without departure from or disregard of approved drawings and specifications.
- d. To obey any order issued under the authority of this article.
- e. In addition to the foregoing, the certificate holder shall maintain supervision of the workers under his direction on a day-to-day basis during normal working hours of the licensee or the certificate holder.
- f. Pursuant to K.S.A. 12-1509, 12-1526, and 12-1542 all licensees shall obtain annually at least six hours of continuing education approved by such local governing body.

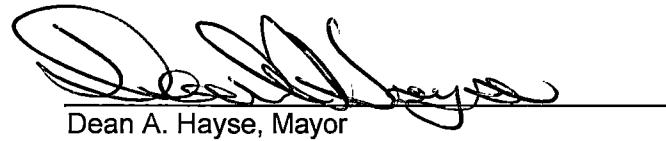
Section 20. **Violations, Suspension, or revocation**

- a. *Authority.* The Governing Body may issue citations for violations, suspend or revoke a certificate issued under the provisions of this article, or terminate reciprocal recognition of a certificate issued by another governmental entity, for any one or more of the following acts or omissions.
 - a. Incompetence;
 - b. Misuse of the certificate;
 - c. Violation of any provisions of this article or the building regulations; or
 - d. Failure to comply with any of the certificate holder's responsibilities as outlined in this article.
- b. It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any of the provisions of this Ordinance. Any person, firm or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, punishable as prescribed by the Sec. 1-14 of the City Code, and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this ordinance is committed, continue or permitted and, upon conviction of any such violation, such person shall be guilty of an offense.
- c. *Procedure.* When any of the acts or omissions as enumerated in this Section are committed by a certificate holder, and the Governing Body deems there is sufficient evidence to believe such certificate should be issued a citation, suspended or revoked:
 - i. The certificate holder shall be issued a citation to appear in municipal court for the violation(s).
 - ii. The certificate holder shall be notified of the Governing Body's intent to suspend or revoke such certificate. Such notice shall be in writing, and sent by certified mail to the address listed on the holder's certificate.
 - iii. The certificate holder may request a hearing before the Governing Body. Such request shall be made in writing to the City Clerk within seven days of the receipt of the notice.
 - a. If a request is received, the City Clerk shall set the hearing date within 30 days of the written request.
 - b. If no request for a hearing is received, the Governing Body may suspend or revoke the holder's personal service within ten days of the Governing Body's action.
 - c. The City Clerk shall notify the certificate holder of the Governing Body's action by certified mail or personal service within ten days of the Governing Body's action.

Section 21.

This Ordinance shall take effect upon its publication in the official city newspaper.

Adopted by the Governing Body of the City of Independence, Kansas, on the 25th day of August, 2022.



Dean A. Hayse, Mayor

ATTEST:



David Schwenker, City Clerk

